

DDA 77-6047

14 November 1977

MEMORANDUM FOR: Deputy Director for Science and Technology
FROM: Michael J. Malanick
Acting Deputy Director for Administration
SUBJECT: "Comment" for DDA Exchange

Les:

1. We are presently gathering materials to be included in the publication DDA Exchange which is distributed to our Directorate careerists in the Metropolitan area on a quarterly basis. In the past, we have had a senior official of the Agency or this Directorate contribute the lead article, "Comment." The subject is left to the discretion of the writer. Some who have written for the DDA Exchange include Admiral Turner, Messrs. Bush, Blake, McMahon, Knoche and Wells. Attached are the last two editions of the publication, including Admiral Turner's and Mr. Well's comments.

2. Because the relationship between the Directorates of Administration and Science and Technology is closely coupled, we would be pleased if you would prepare the "Comment" for our next issue. If you accept this invitation, may we have your permission for use of your portrait with the "Comment." Manuscripts for the January issue should be submitted to the Managing Editor, Room 7D18, on or before 2 December 1977.

3. Should your schedule or other considerations not permit you to present an article at this time, you may certainly elect to contribute in a subsequent issue. Would you please let me know?

13/ Mike
Michael J. Malanick

Attachments:

DDA Exchange (July & October 1977)

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DDA 77-6052

MEMORANDUM FOR:

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FROM:

Managing Editor, DDA Exchange

STATINTL

SUBJECT:

DDA Exchange--January 1978

Gentlemen:

1. Our next issue of DDA Exchange will be off the press in early January. Plans for this issue include an article that highlights some of the Directorate's activities. It has been suggested that the form of this article be a compilation of short paragraphs contributed by each of the Deputy Office Directors in answer to the question:

In your opinion, what was the most interesting event in your Office during 1977?

Will you help?

2. If we can receive your contribution by the end of November, we'll have the complete draft article back to you early in December. This will give you an opportunity for last-minute editing before we send the Exchange manuscript to P&PD on 9 December.

3. Many thanks.

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